



## CITY OF SAN BRUNO

Community Services Department

### MEETING MINUTES

#### Senior Citizens Advisory Board March 15, 2016

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:07 a.m. Board Members Present: Chair Goff, Carmichael, Hayes, Kreisel, and Luzaich. Treasurer: Hornung. Board Members Absent: Donnelly and Green. Staff Present: Brewer, Tessier, Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Carmichael/Luzaich** to approve the agenda of the March 15, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Carmichael/Luzaich** to approve the minutes of the February 16, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** **Claire Matthews**, Outreach Coordinator from Mills – Peninsula for RSVP of San Mateo County, introduced herself and was there to try to get more involved in the community. She was also there to talk about her program and how it helps people transition after retirement and connect them with volunteering within their community.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Treasurer's Report – Treasurer Hornung brought to the attention of the Board that the wrong information was provided for the report in January so she provided an updated report. Hornung asked the Board permission to move the checking account to another bank because fees were raised for their current bank. The Board requested she look into various banks before making a decision, Hornung replied that she would and then provide more information in the April meeting. February 2016 filed for audit.
  - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed.
  - c. Receive and File Minutes of Program Committee, Special Events Committee, and Volunteer Committee – Supervisor Tessier reported that the "Stepping On" program ran successfully, therefore a second one has been scheduled for the summer. Staff presented to the Board the idea of holding both the Volunteer

Committee and Special Events Committee meetings together to make up for dwindling attendance. The Board agreed to the combination of both Committee meetings.

- d. Review of Volunteer Recognition Luncheon – Board Member Hayes commented that the luncheon was the first party he attended and he thought it was very well done.
- e. Review and Recommend Quotes for Synthetic Bocce Ball Courts – Superintendent Brewer reported that through the recommendation of the City of Pacifica, she and Board Member Kreisel contacted Southwest Greens for quotes on the installation of a synthetic Bocce Ball Court. The company provided three quotes ranging from \$12,544 to \$15,085. Staff recommends the Senior Advisory Board to choose the third option of \$15,085 because it provides the best quality of materials as well as the highest quality installation. It will also require the least amount of regular maintenance, with either an annual or bi-annual service fee ranging from \$300-900 per year. Staff also received quotes from Recology for the removal and disposal of the existing court, which would be an added cost of \$1,800. Board Member Hayes recommended staff to make sure the Bocce Ball Court would have proper drainage and to look into bagging the sand that would be removed from the existing court to give to the Fire Stations for storm use. Board Member Kreisel suggested using volunteers for the removal of the existing Bocce Ball Court instead of hiring Recology. **MSC Kreisel/Carmichael** for the Senior Advisory Board to recommend the project to City Council with funding from the Senior Advisory Trust Fund for an amount of up to \$18,000. Approved unanimously.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** None.

11. **PUBLIC COMMENT:** **Claire Matthews** recommended to the Board that they reach out to local Scout troops for the removal of the existing Bocce Ball Court.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Carmichael asked if the Senior Center would be receiving a new mailbox to replace the one that was damaged. Superintendent Brewer responded that they had reported it to the Post Office on several occasions and were hoping for a replacement soon. Board Member Kreisel said that Facilities Supervisor, Rene Walsh, looked at the wall in the multi-purpose room but could not move forward with the repair because they were waiting on the company to follow up and asked if the City could use another company because it was taking too long. Superintendent Brewer said she would follow up with Supervisor Walsh and let the Board know. Board Member Goff asked Superintendent Brewer about progress on the replacement of the deck at the Senior Center and she responded that she was waiting on the Engineering department to follow up with her on the project after they inspected it.

13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Luzaich** adjourned the meeting at 9:51 a.m.

